



DIVISION OF GRADUATE EDUCATION
AND POSTDOCTORAL AFFAIRS
UNIVERSITY OF CALIFORNIA SAN DIEGO

9500 GILMAN DRIVE # 0003
LA JOLLA, CALIFORNIA 92093-0003
WWW.GEPA.UCSD.EDU

APPOINTMENT NOTIFICATION LETTER

August 14, 2023

Dear Younus Ahmad:

Congratulations! You have been selected for the following position(s):

Fall Quarter, 2023, from September 25, 2023, to December 19, 2023, as a Tutor, 002860 title code for 8 hours per week for \$22.73 per hour in the Department of Computer Science and Engineering, CSE 100 Advanced Data Structures with Professor Alexander Moshiri.

The effective date for all ASE title salary wage ranges/rates shall coincide with the first full pay period in the Fall term commencing with October 1st for monthly paid employees and the first pay period commencing after October 1st for bi-weekly paid employees.

*This salary may change pursuant to the Collective Bargaining Agreement between the University and the UAW.

This position is covered by a collective bargaining agreement between the University and the UAW. Pursuant to the agreement, your name and departmental address will be released to the UAW, which is your exclusive bargaining representative, each term that you are employed in the bargaining unit. The Agreement can be retrieved electronically at:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

Information concerning the faculty member or supervisor to whom you will report, the location where your work will be performed, the pay formula, the class assigned, and the description of your job duties will be provided to you on a separate form.

All Gender Restrooms and Lactation Support

An Academic Student Employee (ASE) who anticipates a need for access to an all-gender restroom during the course of the appointment and/or lactation support, should review the relevant article of the Agreement for the applicable process, and make the request as early as possible.

Accommodations

Academic Student Employees who are disabled or become disabled should notify their supervisor or department to request reasonable accommodations, in advance of their start date or any time during their appointment, in accordance with the Reasonable Accommodation article of the Agreement.

Workload

When an ASE has any concerns regarding the assigned workload the ASE shall immediately communicate to the supervisor as required by the Workload Article. See the Agreement for the relevant article.

Childcare Reimbursement Program

Academic Student Employees with academic appointment totaling 25% time or more are entitled to participate in the Childcare Reimbursement Program as outlined in Article 4 of the Agreement. Eligibility and documentation requirements may be found on the Division of Graduate Education and Postdoctoral Affairs website at

<http://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html>.

Hiring Unit Contact

Should you have any questions regarding your appointment, please contact Victoria Varea at (858) 246-2393 or vvarea@ucsd.edu, or email cse-ug-employment@ucsd.edu.

Accepting the Offer

Please use the online form at the link below as soon as possible, but no later than August 21, 2023, to indicate whether you will accept this appointment. Failure to accept this offer as set forth above by this date may nullify the offer in its entirety, except as otherwise specified in the contract.

<https://academicaffairs.ucsd.edu/Modules/ASES/Admin/Reports/Applicant.aspx?id=215956>

New Hire Paperwork

Academic Student Employees employed for the first time at UC San Diego may not begin work until they have completed new hire paperwork. This must be done **on or before** the appointment start date as set forth in this appointment letter. **PLEASE NOTE:** If you do not complete new hire paperwork **on or before** your appointment start date, the date on which you complete new hire paperwork will become your revised appointment start date and the pay will be adjusted accordingly.

By accepting this appointment, you are agreeing to start by the date set forth in this letter. Any changes to your appointment start or end dates will need to be approved by your hiring department after written approval by your faculty supervisor.

UAW ASE Orientation

Academic Student Employees employed for the first time must attend the mandatory New Employee UAW Orientation. If you have not previously attended a UAW ASE orientation, please plan on attending the next available session at the beginning of Fall Quarter 2023.

UAW Contact

Academic Student Employees may contact the UAW for assistance. The UAW 2865 website is <https://uaw2865.org>. Contact information and Membership Election Form can be found at this URL as well.

Department of Computer Science and Engineering Training

Next steps:

1. Accept or decline your position officially by clicking on the link.
2. Complete hiring paperwork (if applicable). I will contact you via email if you are required to fill out any paperwork.

You cannot start working until September 25, but feel free to reach out to your primary instructor to let them know you accepted the position.

If this is your first time serving as a tutor or if you first served as a tutor when CSE 95 wasn't offered, you will be asked to enroll in CSE 95. You will get more information about enrolling in CSE 95 via email, if applicable.

Please contact me (Victoria Varea) at cse-ug-employment@ucsd.edu if you have any questions at all.

We hope you will accept this appointment and we look forward to your further participation in the UC San Diego community.

Thank you.

Victoria Varea
Department of Computer Science and Engineering

cc: Employment File